

CITY OF DETROIT FISCAL 2004/05 BUDGET

AGENCY 12 BUDGET DEPARTMENT

MISSION

The mission of the Budget Department is to compile and monitor all necessary financial planning information and make recommendations so that the City Administration can efficiently deliver quality services to preserve the public safety, promote economic development and strengthen the financial base of the City.

DESCRIPTION

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year, and relating financial activity to the plan expressed by the budget and to the long term strategic direction set for the City. Development, implementation and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff coordinate city employee travel, employee telecommunications approval, and perform management audits of City operations as staffing level permits.

GOALS

1. Develop quality Departmental and City-wide financial plans.
2. Monitor conformity of Departmental activities with financial and operations plans.
3. Assist in the ongoing formulation of the Administration's priorities through the systematic communication of quality fiscal analysis.
4. Provide efficient, high quality, and user-friendly services to departments.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL FUND	TOTAL
EXPENDITURES	\$3,355,110	\$3,355,110
REVENUES	<u>0</u>	<u>0</u>
NET TAX COST	\$3,355,110	\$3,355,110
POSITIONS	31	31